

# CITY OF HAMPTON

## Employee Training

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



- **Session I: Clocking In & Out**
  - Time Clock
  - Quick Punch (Computer)
  - Mobile
  - Transfers of alternate assignment
- **Session II: Approving Your Timecard**
  - Time Clock
  - Navigator
  - Mobile
- **Session III: Time off Requests (TOR)**
  - Time Clock
  - Navigator
  - Mobile



# Session I: Overview of Clocking In and Out



- Welcome to the Clocking In & Clocking Out training session!  
You will learn about the following topics:
  - Overview of the Time Clock
  - Overview of Quick Punch
  - Overview of Mobile



# What is the Kronos Time Clock?



- The Time clock is like an Automated Teller Machine (ATM). It helps you:
  - Get the information that you need, when you need it.
  - View and manage your own information, including:
    - Request time off
    - View and approve timecard
    - View accrual balances
    - View current and future schedules
    - Read Messages



# How to use the Time Clock?



## Indicator Lights

**Green** indicates that the terminal successfully read a badge

**Red** indicates that the terminal did not successfully read a badge

**Yellow** indicates that the terminal is receiving power

## Badge Slot

The bar code on your badge.

## Soft Keys

Press soft keys to perform transactions such as labor transfers

## Navigation Keys

Use these like cursor keys to move within fields and menus on the display



# How to swipe a badge?



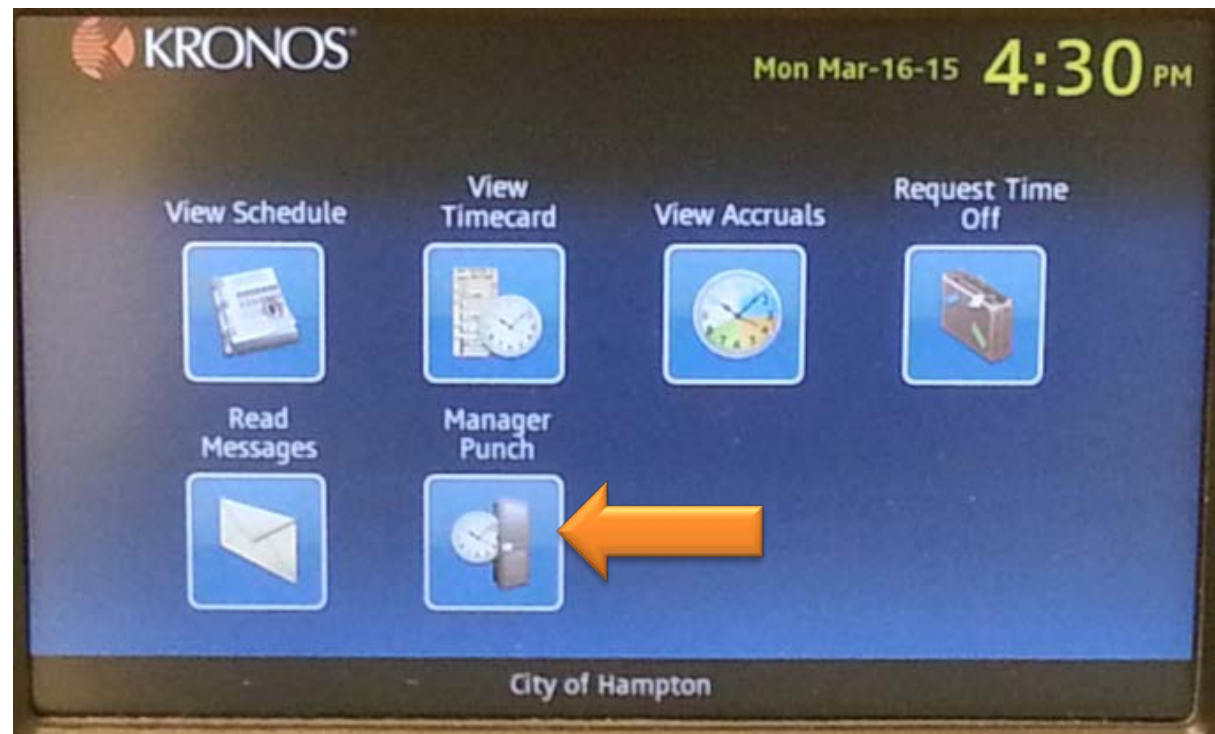
- Your time clock uses badges with a bar code:
  - Hold the badge so that the bar code is facing the badge reader
  - Swipe the badge through the reader from top to bottom
  - If the punch is successful, the terminal emits a tone and the indicator light flashes green
  - Rejected Punches: swipe badge too fast, employee is not in the system yet or badge error



# How Supervisors swipe their badge?



- Non-exempt supervisors that have to clock in and clock out will have to utilize the “Manager Punch” soft key
- Press the “Manager Punch” soft key, then swipe your badge





# Time Clock Usage - Questions?





# Employee Quick Punch Training



- Quick punch allows employees stationed at their workstation's computers, to punch in and out for their shifts from their desktop computer; instead of using a badge at the time clock.



# Quick Punch - Questions?



# Employee Training Mobile Usage – Clocking In/Out



Employees who will be assigned access to Mobile usage will be able to use their mobile device to clock in and out for their shift.




# Mobile Usage – Clocking In/Out (continued)



When you tap on your KRONOS app, the login page will display  
– type in your User Name, Password and then press Log On.

A screenshot of a mobile device screen displaying the KRONOS login interface. The status bar at the top shows "Verizon 3G VPN 9:24 AM" and a battery icon. The app's header features the KRONOS logo. Below the logo are three input fields: "User Name" with the value "6", "Password" with masked characters "•••••", and "Server Address" with the value "http://iseriesdev.kronos.com:88/file62". At the bottom, there is a green "Log On" button and a link that says "Try a Demo?".

Verizon 3G VPN 9:24 AM

 KRONOS®

User Name

6

Password

•••••

Server Address

http://iseriesdev.kronos.com:88/file62

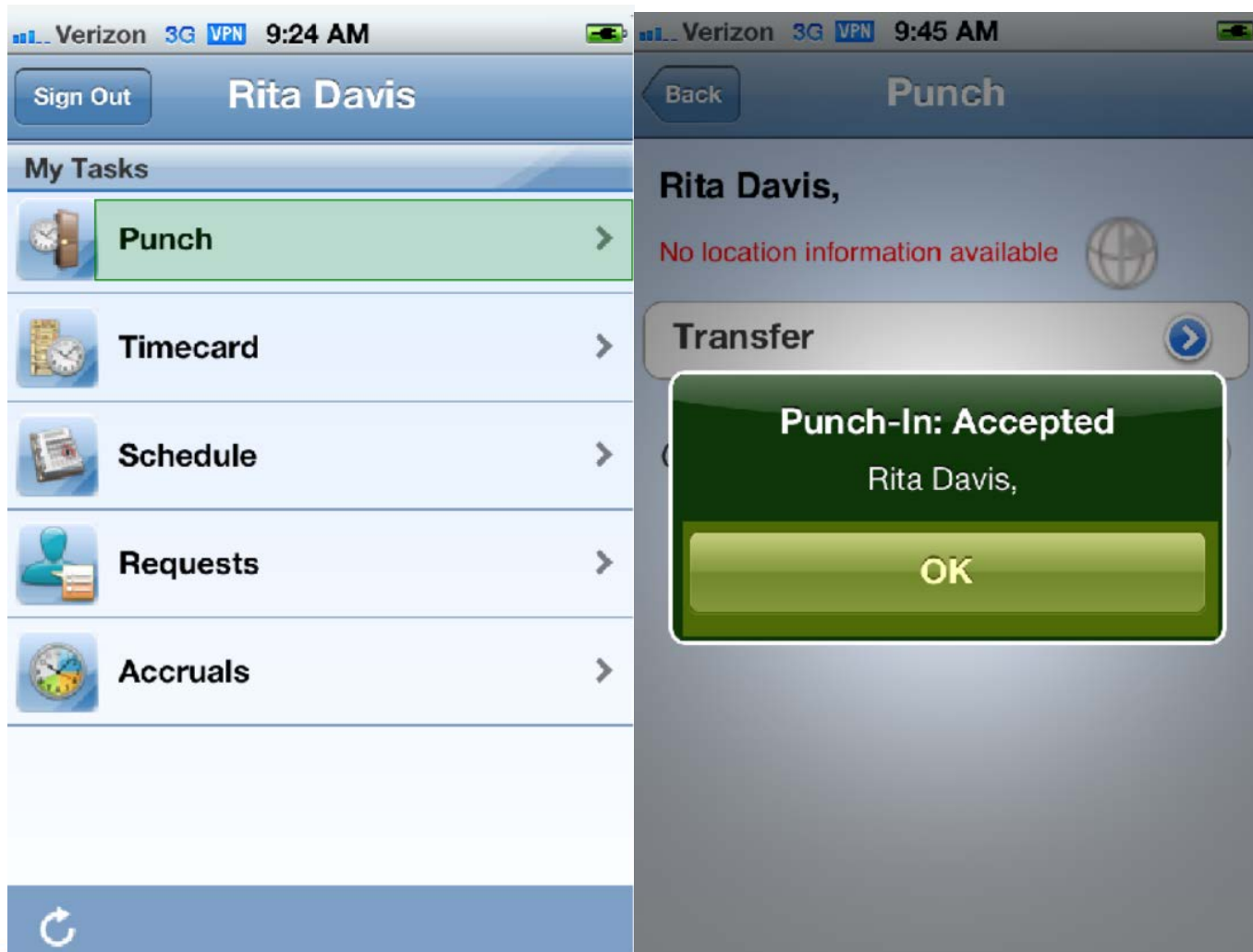
Log On

[Try a Demo?](#)

# Mobile Usage – Clocking In/Out (continued)



After signing in you will be welcomed to your home screen.  
Click “Punch” to clock in for your shift.



# Mobile Clock In/Out - Questions?

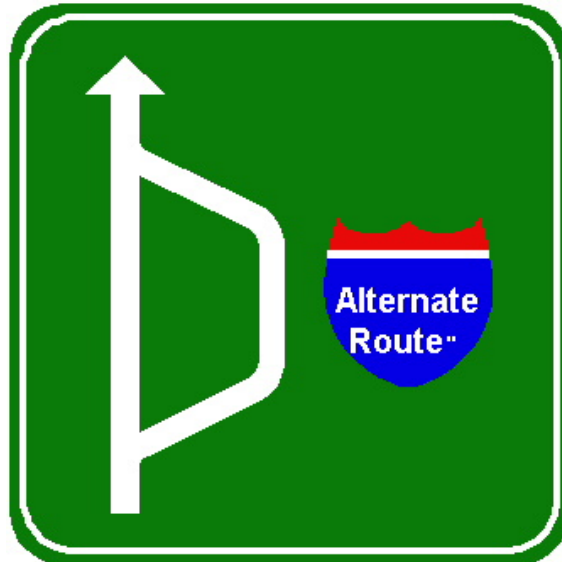


# Transferring to an Alternate Assignment



Transferring of an assignment are hours worked to alternate assignments other than your primary assignments. Transfers last until you clock out:

- Employees will have access to assigning themselves to various assignments through the time clock, navigator or mobile.





# Transferring to Alternate Assignments - Questions?



## Session II: Employee - Approving Your Time Card



After completing this session, you should be able to:

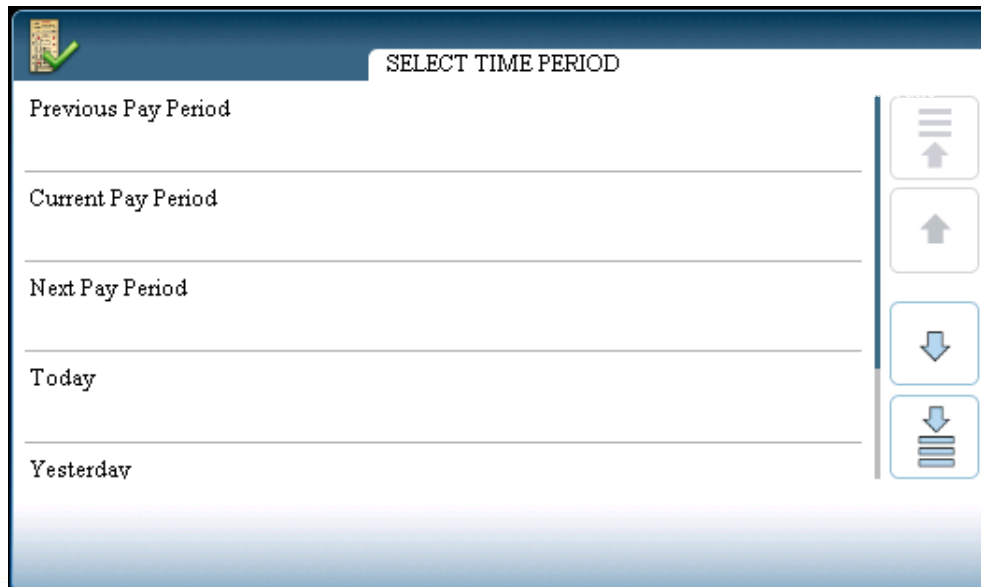
- Approve your time card through the time clock
- Approve your time card through navigator
- Approve your time card through a mobile device



# Approve Timecard at the Time Clock



- 1) Press the Approve Timecard soft key.
- 2) Swipe your badge.
- 3) Press the soft key that corresponds to the period of time you want to approve.



# Approve Timecard at the Time Clock




- 4) If there is no information to show, a message tells you this. Otherwise, the timecard appears.
- 5) If you have not yet approved the timecard, the **Approve** option appears. To approve the timecard, press Approve.
  - The message **Timecard successfully approved** appears.

Approve Timecard | Nedd, Tim

1/02/2012 - 1/08/2012 | Total: 15:00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 5:00	5 5:00	6 5:00	7
Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10	11	12	13	14

Approve



**Approve Timecard**

Previous Pay Period

Timecard successfully approved.

Name: Nedd, Tim  
1/08/2012, 4:49PM

# Approve Time Card with the Time Clock - Questions?



# Approve Your Time Card with Navigator



After logging in, you will be welcomed with your home page:

- Select the correct pay period by utilizing the drop down box.

The screenshot displays the KRONOS Employee Workspace interface. At the top, the user is logged in as ANJELICA A CASTILLO, with a 'Sign Out' button. The interface includes a navigation bar with 'Workspaces' and a sidebar with icons for various functions. The main content area is divided into several panels:

- ESS Hourly Timecard:** This panel shows a table of timecard entries. An orange arrow points to the 'Current Pay Period' dropdown menu, which is open, showing options like 'Current Pay Period', 'Previous Pay Period', 'Next Pay Period', etc. The table has columns for Date, Schedule, In, Out, Transfer, Shift, Daily, and Period.
- ESS Accruals:** This panel shows a table of accruals. The 'As of' date is set to 3/02/2015. The table has columns for Type, Current Bal, and a list of accrual types (Comp, COMP Pay out, MISC, Personal, Sick, Vacation) with their respective balances.
- ESS Calendar:** This panel shows a calendar view for the month of March 2015, with days of the week (S, M, T, W, T, F, S) and dates (1-31).
- ESS Timestamp:** This panel shows a 'Transfer' dropdown and a 'Record Timestamp' button. Below the button, it displays the last timestamp: 'Monday, March 02, 2015 11:30AM Eastern Time'.
- Totals:** This panel shows a table with columns for Location, Job, Account, Pay Code, Amount, and Wages. The account number is 01/310/CTYHL/00000/000/21423/0, and the amount is 80:00.

# Approve Your Time Card with Navigator



After selecting your pay period, use your mouse to click “more.”:

- Then select “Approve.”

**Employee Workspace**

**ESS Hourly Timecard**

Current Pay Period: [Dropdown] Refresh Save More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Start	End	Total
Sat 2/21										
Sun 2/22										
Mon 2/23	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	8:00
Tue 2/24	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	16:00
Wed 2/25	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	24:00
Thu 2/26	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	32:00
Fri 2/27	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	40:00
Sat 2/28										40:00
Sun 2/29										40:00
Mon 3/2	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	48:00
Tue 3/3	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	56:00
Wed 3/4	8:00AM-4:00PM			8:00AM	4:00PM			8:00	8:00	64:00

**More** dropdown menu:

- Approve
- Remove Approval
- Add Row

**ESS Accruals**

As of: 3/02/2015

Type	Current Bal
Comp	0:00
COMP Pay out	0:00
MISC	0:00
Personal	0:00
Sick	16:00
Vacation	16:00

**ESS Calendar**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**ESS Timestamp**

Transfer: [Dropdown]

Last Timestamp: Monday, March 02, 2015 11:30AM Eastern Time

Record Timestamp

**Totals** **Accruals**

Location	Job	Account	Pay Code	Amount	Wages
		01/310/CTYHL/00000/000/21423/0	Hourly	80:00	\$0.00



# Approve Your Time Card with Navigator



After clicking on “Approved” an approval notification will generate on your time card

**KRONOS** ANJELICA A CASTILLO Sign Out

Employee Workspace

### ESS Hourly Timecard

Timecard is Approved

Current Pay Period: Refresh Save Cancel More

Approved by POLICEACASTILLO 3/02/2015 11:39AM

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	P...
Sat 2/21									
Sun 2...									
Mon 2...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	8
Tue 2...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	1
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	2
Thu 2...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	3
Fri 2/27	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	4
Sat 2/28									4
Sun 3...									4
Mon 3...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	4
Tue 3...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	5
Wed ...	8:00AM-4:00PM			8:00AM	4:00PM		8:00	8:00	6

Location: All Account: Account

Location	Job	Account	Pay Code	Amount	Wages
		01/310/CTYHL/00000/000/21423/0	Hourly	80:00	\$0.00

Totals Accruals

### ESS Accruals

As of 3/02/2015

Type	Current Bal
Comp	0:00
COMP Pay out	0:00
MISC	0:00
Personal	0:00
Sick	16:00
Vacation	16:00

### ESS Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### ESS Timestamp

Transfer

Last Timestamp: Monday, March 02, 2015 11:30AM Eastern Time

Record Timestamp

### ESS Hourly Timecard

# Approve Timecards through Navigator - Questions?





# Approving Timecards through Mobile - Questions?



## Session III: Employee - Requesting Leave



After completing this session, you should be able to:

- Submit a request for leave through the Time Clock, Navigator or a Mobile device
- Access and view your leave balances
- Access your managers response to your leave request
- Cancel or modify an existing leave request



- What is employee self-service for requesting leave?
  - The process by which employees access and use Leave Requests to submit and monitor their leave requests, through the Time Clock, Navigator or a Mobile device.



# View Accruals at the Time Clock



- 1) Press the View Accruals soft key.
- 2) Swipe your badge.
- 3) Accruals information appears. If necessary, use the up and down arrow keys to scroll through the data.



<b>Vacation</b>	<b>160:00:00</b>	
<b>Sick</b>	<b>80:00:00</b>	
<b>Personal</b>	<b>0:00:00</b>	



# Request Time Off at the Time Clock



- 1) Press the Request Time Off soft key.
- 2) Swipe your badge



Time Balances	
Personal	16
Sick	80
Vacation	124
Close	

# Request Time Off at the Time Clock *(Continued)*



- 3) Optionally, press the comment code.  
Use the arrows on the right to scroll  
through comments.

The screenshot shows the 'Request Time Off' screen for user 'Nedd, Tim'. On the left, there are four input fields: 'Comment Code:' (highlighted in yellow), 'Leave Type:', 'From Date:', and 'To Date:'. Below these are two large arrows (up and down) and a 'Time Balances' button. On the right, a list of 'Comment Code' options is shown: 'Leave Blank 140', 'Approved 150', 'Child Care 160', and 'Training'. To the right of this list are four navigation buttons: a menu icon, an up arrow, a down arrow, and a list icon.

Comment Code:	Code
Leave Blank	140
Approved	150
Child Care	160
Training	

# Request Time Off at the Time Clock *(Continued)*



- 4) Press the Leave Type code. Use the arrows on the right to scroll through the codes.

The screenshot shows the 'Request Time Off' screen for user 'Nedd, Tim'. The interface includes a header bar with a suitcase icon and the user's name. Below the header, there are four input fields on the left: 'Comment Code:' with the value '140', 'Leave Type:' (highlighted in yellow), 'From Date:', and 'To Date:'. To the right of these fields is a list of leave types with their corresponding codes: '201 Personal', '202 Sick', '203 Vacation', and '204 Jury'. On the far right, there are four vertical buttons: a menu icon, an up arrow, a down arrow, and a list icon. At the bottom, there are two large arrows (up and down), a 'Time Balances' button, and a keyboard icon.

Leave Type:	Code
Personal	201
Sick	202
Vacation	203
Jury	204

# Request Time Off at the Time Clock *(Continued)*



5) Select the From and To dates.

 Request Time Off | Nedd, Tim

Comment Code:  
140

Leave Type:  
Personal

From Date:

To Date:



From Date:

 Jan 2014 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

# Request Time Off at the Time Clock *(Continued)*



- 6) Enter the Hours using the keypad.
- 7) When finished, press Enter.
- 8) Review the information. When finished, press Submit.

 Request Time Off | Nedd, Tim

Leave Type:	Hours/Day: 0:00		
Personal	1	2	3
From Date:	4	5	Backspace
1/16/2014	7	8	Clear
To Date:	+	0	Enter
1/20/2014			
Hours/Day:			

  Time Balances

Review

Comment Code:	140 Approved
Leave Type:	201 Personal
From Date:	1/16/2014
To Date:	To 1/20/2014
Hours /Day	8:00

Back Submit



# Requesting Time Off at the Time Clock - Questions?



# Viewing your Accruals through Navigator



- Prior of submitting your TOR, you will want to check your accruals and balances through navigator.

A screenshot of the KRONOS Workforce Central login interface. The background is a solid blue. In the top left corner is the KRONOS logo. In the top right corner, the text "Workforce Central" is displayed in a light blue font, with "Version 7.0.4A" in a smaller font to its right. Below the logo, there are two white input fields. The first field is labeled "User Name" and the second is labeled "Password". To the right of the password field is a small blue button with a white right-pointing arrow.



# Employee Workspace – Viewing your Accruals



**ESS Hourly Timecard**

Current Pay Period: [dropdown] [icon] Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 1/24									
Sun 1/25									
Mon 1/26	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	9:00
Tue 1/27	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	18:00
Wed 1/28	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	27:00
Thu 1/29	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	36:00
Fri 1/30	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	45:00
Sat 1/31									45:00
Sun 2/01									45:00
Mon 2/02	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	54:00
Tue 2/03	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	63:00
Wed 2/04	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	72:00

Location: [All] Account: [dropdown]

Location	Job	Account	Pay Code	Amount

Totals Accruals

**ESS Accruals**

As of: 2/06/2015

Type	Current Balance
MISC	0:00
Personal	8:00
Sick	1448:00
Vacation	288:00

**ESS Calendar**

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**ESS Timestamp**

Transfer [dropdown]

Last Timestamp: Friday, February 06, 2015 11:28AM Eastern Time

Record Timestamp

ESS Hourly Timecard

- View your accruals.
- You can use your mouse to click and drag the Accruals pane to the center of your Employee Workspace to make it an active display.


# Viewing accruals through Navigator



ESS Accruals

As of 3/04/2015

Accrual Profile: Full Time Nexempt 8



Type	Reporting Period	Current Balance	Taken To Date	Pending Accruals	Planned Takings	Ending Balance
Vacation	1/01/2015 - 12/31/2015	16:00	0:00	72:00	0:00	88:00
Sick	1/01/2015 - 12/31/2015	16:00	0:00	72:00	0:00	88:00
Personal	1/01/2015 - 12/31/2015	0:00	0:00	24:00	0:00	8:00
MISC	1/01/2015 - 12/31/2015	0:00	0:00	0:00	0:00	0:00
COMP Pay out	1/01/2015 - 12/31/2015	0:00	0:00	0:00	0:00	0:00
Comp	1/01/2015 - 12/31/2015	0:00	0:00	0:00	0:00	0:00

- Viewing your accruals
- You can use your mouse to click and drag the calendar pane to the center space to make it the active display.

# Employee Workspace – Time Off Request



ESS Hourly Timecard

Current Pay Period ▼ Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 1/24									
Sun 1/25									
Mon 1/26	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	9:00
Tue 1/27	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	18:00
Wed 1/28	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	27:00
Thu 1/29	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	36:00
Fri 1/30	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	45:00
Sat 1/31									45:00
Sun 2/01									45:00
Mon 2/02	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	54:00
Tue 2/03	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	63:00
Wed 2/04	7:30AM-4:30PM			7:30AM	4:30PM		9:00	9:00	72:00

All ▼ Account ▼

Location	Job	Account	Pay Code	Amount
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Totals Accruals

ESS Accruals

As of 2/06/2015

Type	Current Balance
MISC	0:00
Personal	8:00
Sick	1448:00
Vacation	288:00

ESS Calendar

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ESS Timestamp

Transfer

Last Timestamp: Friday, February 06, 2015 11:28AM Eastern Time

Record Timestamp

ESS Hourly Timecard

- Viewing your calendar.
- You can use your mouse to click and drag the calendar pane to the center space to make it the active display.

# Access Your Calendar




ESS Calendar

Current Pay Period

February 1 - 7, 2015

Request Time Off



	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/06	Sat 2/07
6:00AM							
7:00AM							
8:00AM		730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							

- After expanding your calendar, click on the Request Time Off button.

# Time Off Request



**Request Time Off**

Type: TOR

Start date: 2/13/2015

End date: 2/13/2015

Pay code: Vacation

Duration: Hours

Start time: 7:30AM

Length: 8:00

Accruals on: 2/06/2015

Accrual	Balance
MISC	0:00 Hour
Personal	8:00 Hour
Sick	1448:00 Hour
Vacation	288:00 Hour

Draft Submit Cancel

- Enter the date of your request
- Enter the type of leave you are requesting
- Enter the start time of your leave
- Enter the number of hours you are requesting
- Click Submit

# Accessing the My Leave Requests



ESS Calendar

Current Pay Period [Calendar Icon] [List Icon] [Grid Icon]

February 8 - 14, 2015 [Previous Day] [Next Day] [Flag Icon] Request Time Off

	Sun 2/08	Mon 2/09	Tue 2/10	Wed 2/11	Thu 2/12	Fri 2/13	Sat 2/14
7:00AM						→ TOR	
8:00AM		730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	730a-430p 60minL Mon-... 7:30AM-4:30PM [9:00 h] Regular	
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Details  
Retract

- From your calendar you can review the details of your Time off Request (TOR) or retract it.
  - Located on top of the day that you have initially requested, click on Details or Retract.

# Details of the Time off Request



Time-Off Request Details

→ Submitted 2/06/2015-4:55:55PM  
Modified by BROCKWELL, ERIC J

Requested

Type	TOR		
Pay code	Vacation		
Start date	2/13/2015	End date	2/13/2015
Duration	Hours		
Start time	7:30AM	Length	8:00 h

Status History


→ 2/06/2015 - 4:55:55PM  
BROCKWELL, ERIC J

Close

- When you click on the details of your request – this display box will open.

# Retracting the Leave Request





**Retract Time-Off Request** 

→ Submitted 2/06/2015-4:55:55PM  
Modified by BROCKWELL, ERIC J

**Requested**

<b>Type</b>	TOR		
<b>Pay code</b>	Vacation		
<b>Start date</b>	2/13/2015	<b>End date</b>	2/13/2015
<b>Duration</b>	Hours		
<b>Start time</b>	7:30AM	<b>Length</b>	8:00 h

- If you decided to retract your leave request, this display will generate and then you will click on submit.



# Verifying your Approved Leave Request



ESS Calendar



Current Pay Period



February 8 - 14, 2015

Request Time Off

Sun 2/08

Mon 2/09

Tue 2/10

Wed 2/11

Thu 2/12

Fri 2/13

Sat 2/14

☒ TOR

6:00AM  
7:00AM  
8:00AM  
9:00AM  
10:00AM  
11:00AM  
12:00PM  
1:00PM  
2:00PM  
3:00PM  
4:00PM  
5:00PM

730a-430p 60minL Mon-...  
7:30AM-4:30PM [9:00 h]  
Regular

730a-430p 60minL Mon-...  
7:30AM-4:30PM [9:00 h]  
Regular



730a-430p 60minL Mon-...  
7:30AM-4:30PM [9:00 h]  
Regular

730a-430p 60minL Mon-...  
7:30AM-4:30PM [9:00 h]  
Regular

Vacation  
7:30AM [8:00 h]

- Your request for leave will generate an alert to your supervisor for approval or denial.
- Once approved, the requested date(s) will be highlighted in green.

# Time Off Request Approved Details



**Time-Off Request Details** [X]

✓ Approved 2/10/2015-10:20:01AM  
Modified by MCCRICKARD, KERRY P

**Requested** **Approved**

Type	TOR		
Pay code	Vacation		
Start date	2/13/2015	End date	2/13/2015
Duration	Hours		
Start time	7:30AM	Length	8:00 h

**Status History**

✓ 2/10/2015 - 10:20:01AM  
MCCRICKARD, KERRY P

→ 2/06/2015 - 4:55:55PM  
BROCKWELL, ERIC J

Close

- You will be able to view the details of your approved request by clicking on the TOR tab highlighted above your requested/approved date.

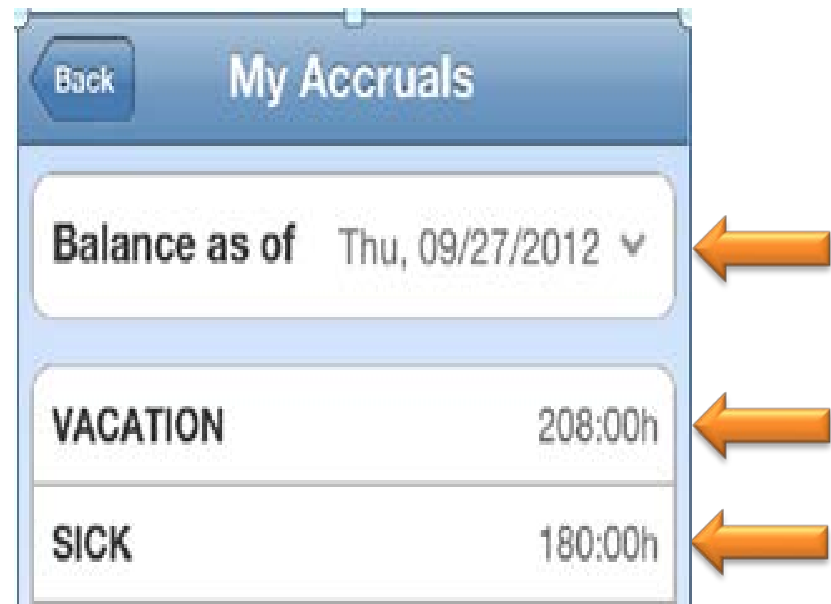
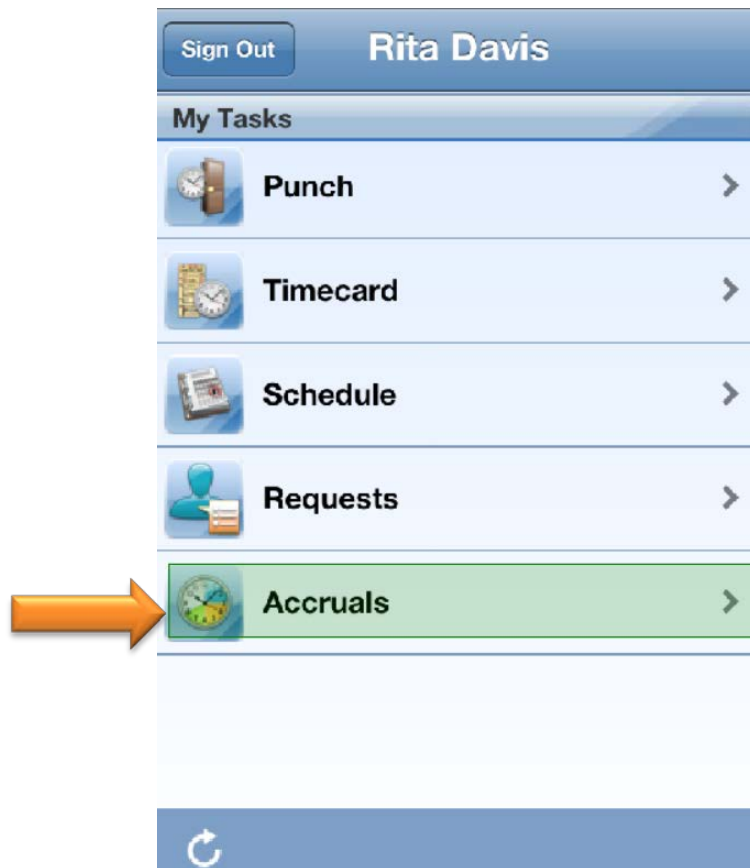
# Requesting Time Off with Navigator - Questions?



# Viewing accruals with Mobile



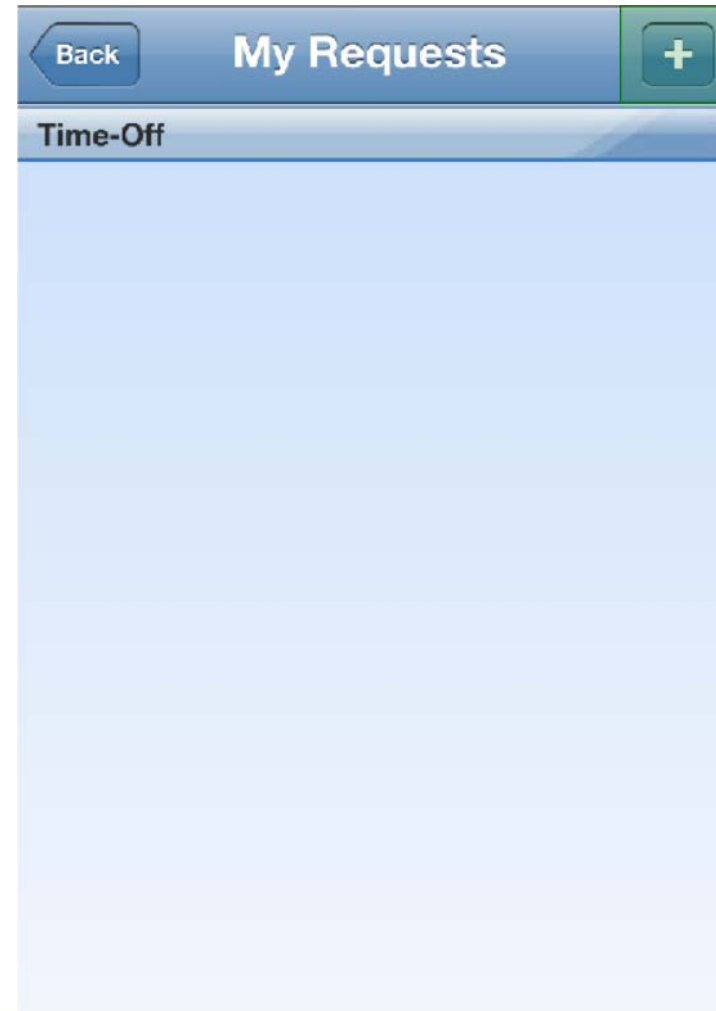
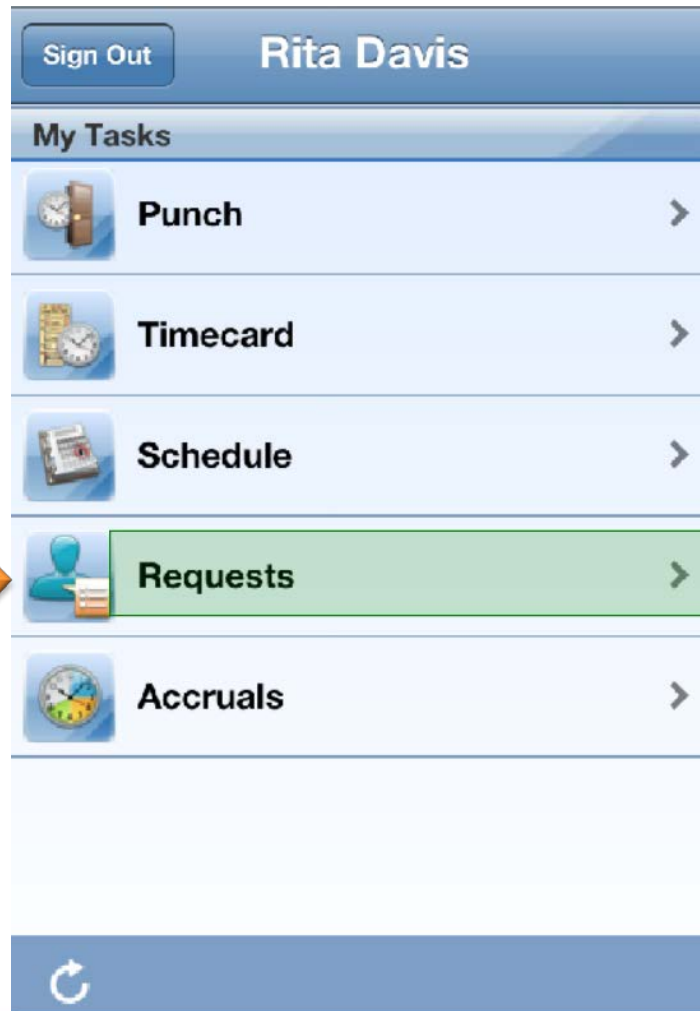
- In this session, you will be able to view your accruals by using your mobile device.
- Log in to KRONOS with your mobile device:



# Time Off Request with Mobile



- When you log in to your KRONOS mobile application, press “Request.”
- To add a request, press the + icon.



# Time Off Request with Mobile (Continued)



- The Time Off Request page will appear: Input the “Start date,” “Start time” & “Duration.”

A screenshot of a mobile application interface for creating a new time off request. The form is titled "New Request" and includes a "Back" button. It contains several input fields: "Start Date" (set to "Fri, 09/28/2012"), "Paycode" (set to "Select a value"), "Start Time" (set to "8:00AM"), and "Duration" (set to "8:00h"). Each of these four fields has an orange arrow pointing to it from the left. Below these fields is a "Notes" section with a large text area. At the bottom of the form is a "Submit" button.

**Back** **New Request**

Time Off - Hours

**Start Date** Fri, 09/28/2012 ▾

**Paycode** Select a value ▾

**Start Time** 8:00AM ▾

**Duration** 8:00h ▾


**Notes**

**Submit**

# Time Off Request with Mobile (Continued)



- To enter a note for your manager to view, tap “Notes.”
- After entering your note, tap “Done.”



Time Off - Hours

**Start Date** Fri, 09/28/2012 ▾

**Paycode** Select a value ▾


**Start Time** 8:00AM ▾

**Duration** 8:00h ▾

**Notes**

Submit




Back New Request 

**Duration** 8:00h ▾

**Notes**

Vacation request  
request x

Q W E R T Y U I O P  
A S D F G H J K L  
↑ Z X C V B N M ↵  
. ? 1 2 3 space Done



# Time Off Request with Mobile (Continued)



- You will be directed back to the Time off request page and you will now have to select the appropriate pay code and then tap “done.”

The screenshot shows the 'New Request' screen in a mobile application. At the top is a blue header with the text 'New Request' and a small globe icon. Below the header is a section titled 'Time Off - Hours'. It contains three input fields: 'Start Date' with the value 'Fri, 09/28/2012' and a dropdown arrow, 'Paycode' with the value 'Select a value' and a dropdown arrow, and 'Start Time' with the value '8:00AM' and a dropdown arrow. Below these fields are two buttons: 'Cancel' on the left and 'Done' on the right. The 'Done' button is highlighted with a green border and an orange arrow points to it from the right. Below the buttons is a list of pay codes: 'SICK TIME', 'VACATION', 'VACATION TWO', and 'VACATION TEST'. The 'VACATION' option is highlighted with a blue background and an orange arrow points to it from the left.



# Time Off Request with Mobile (Continued)



- Now, tap submit.
- Your immediate supervisor will receive an alert, letting them know that you have submitted a TOR.

A screenshot of a mobile application interface titled "New Request". At the top left is a "Back" button, and at the top right is a small circular icon. Below the title bar, the text "Time Off - Hours" is displayed. The form contains four input fields: "Start Date" with the value "Fri, 09/28/2012", "Paycode" with the value "VACATION", "Start Time" with the value "8:00AM", and "Duration" with the value "8:00h". Each field has a dropdown arrow on the right. Below these fields is a "Notes" section with the text "Vacation request". At the bottom of the form is a large yellow "Submit" button. A large orange arrow points from the left towards the "Submit" button.

# Requesting Time Off with Mobile - Questions?



## Conclusion of Employee Training – KRONOS

